

No: 15-02

**POSITION:** Registered Nurse (Temporary)

**OPENING DATE:** January 09, 2015      **CLOSING DATE:** January 23, 2015

**WORKING HOURS:** Part- time – 20 hours/week, Monday to Friday

**SALARY:**      **Full time:**  
Not Ordinarily Resident: US\$50,544.00 p.a (starting salary)  
(Position Grade: FP-05 to be confirmed by Washington)  
\*\*ERR: US\$76,981 p.a  
  
Ordinarily Resident: FJ\$38,271.00 p.a. (starting salary)  
(Position grade: LE-09)  
\*\*ERR: FJ\$63,644 p.a  
  
\*ERR: Exceptional Rate Range

The Management Office at the Embassy is seeking an individual for the position of **Registered Nurse** on a part- time basis.

### **BASIC FUNCTION OF THE POSITION**

Under the direct supervision of the Physician, the incumbent will provide the full range of professional nursing services to American employees and dependents assigned to the Embassy.

### **MAJOR DUTIES AND RESPONSIBILITIES**

#### **A. Responsible for the Health Orientation of New Arrivals**

- Complete the Patient Registration Form and obtain medical clearances for all eligible beneficiaries
- Orientation to public health risks and preventive health behaviors
- Assess family health and immunization needs
- Describe services provided by the health unit and various roles of health care personnel
- Orientation to the local health care system
- Distribute a copy of the Health and Medical Information Booklet to all new employees.
- Complete age appropriate health promotion reviews

#### **B. Coordinate Medical Clearance Examinations**

- Prepare cables for fund cite requests
- Schedule medical appointments, labs, and special tests as required by Washington (e.g., colon screening, PSA, mammogram)
- Request consultations and additional studies to complete the clearance evaluation.

- Assist medical personnel with clinical examinations performed in the Health Unit and perform basic diagnostic assessment tests as approved by the Regional Medical Office (RMO) or Foreign Service Health Practitioner (FSHP).
- Verify and approve medical and laboratory bills for payment (based on authorization) related to the clearance exam.
- Review completed clearance exams for thoroughness and pouch to Medical Clearances
- Package and ship lab specimens to MED lab as necessary

### **C. Coordinate Medical Evacuations**

- Arrange Med Evacs through FSHP/RMO and in coordination with MED/Foreign Programs, the Florida Regional Center (FRC), or other Regional Medical Evacuation Site.
- Draft MED Channel evacuation and other cables with appropriate ICD-9 and CPT Coding
- Coordinate requests for specialty appointments with MED/Washington or overseas Med evac Site.
- Collaborate with Embassy Administrative office to coordinate medical evacuations
- Request fund cites from MED or appropriate agency
- Liaison between local providers and MED during emergency evacuations
- Assist patient with medical services access in interval prior to evacuation
- Accompany patient as a medical attendant as needed

### **D. Coordinate local hospitalizations of Foreign Service personnel**

- Initiate Form FS-2067, Authorization for Medical Services for Employees and Dependents, for urgent/emergency or elective hospitalizations.
- Request fund cites from MED or appropriate agency
- Conduct regular visits to assess the course of care while hospitalized
- Inform MED Foreign Programs and RMO by MED Channel cable of all hospitalizations and status.

### **E. Maintain an Immunization Clinic for Routine and Travel Immunizations**

- Assess each new patient's immunization needs and make recommendations
- Follow Center for Disease Control (CDC) and ACIP guidelines for immunization of adults and children
- Maintain logs and/or databases with Federal Requirements for record keeping of administered vaccines
- Budget, order, and rotate vaccine stock
- Knowledge of recommended immunization schedules and management/reporting of adverse events

### **F. Serves as point of contact for Regional Medical Officers/Foreign Service Health Practitioners and Office of Medical Services**

- Control Officer for regional medical visits of MED staff
- Coordinates transmission of medication prescriptions with RMO/FSHP

--Regular communication by phone and E-mail with RMO/FSHP

#### **G. Maintains an occupational health clinic during assigned work hours**

--Maintains custody and proper internal controls for the Health Unit. This includes ordering and inventory control of medical supplies and medications.

--Utilize the nursing process in providing patient care (assessment, nursing diagnosis, plan, intervention, and evaluation) to employees (US Direct Hire, any eligible beneficiary); or

--Evaluate and assess patients within the scope of training and expertise by means of health history, observation, interview, physical examination, and other selected diagnostic measures. Interprets, reviews, and records history and clinical findings. Selects appropriate action and initiates treatment or referral if indicated according to the nurse's scope of practice. This will include triage.

--Maintains an overseas medical record (paper or electronic) of all employee visits to the HU.

--Dispenses medications according to protocols approved by the RMO.

--Renders first aid and emergency treatment to the sick and injured anywhere on the embassy compound as appropriate

--Visits patient at home or in the hospital as necessary to evaluate health status and monitor care provided.

--Provides follow-up care to patients once discharged from the hospital.

--Provides recommendations for referral to local facilities or providers. Coordinate and monitor care received.

--Perform periodic sanitation inspections as directed by the RMO or Admin

--Test and maintain emergency equipment and safe haven materials in coordination with RSO.

--Conduct workplace health and safety surveys with the Post Occupational Safety & Health Officer (POSHO).

--Maintain accident log/accident reporting per MED/Safety, Health & Environmental Management (SHEM) guidelines.

#### **H. Maintains current working knowledge and relationship with the local providers and facilities.**

--Maintains a list of acceptable local medical consultants and a copy of their credentials with updates every two years

--Identifies quality providers and facilities in area and works with FSHP/RMO to develop referral network of best providers/facilities based on training, currency of knowledge and access to best facilities

--Establishes effective relationships with local physicians and health care facilities to maximize access, coordinate care and resolve conflicts

--Monitor local public health issues that may have a potential impact on the embassy community and coordinate with the RMO and Admin

--Works with the RMO and post medical advisor to assess level of care at clinics, laboratories, blood banks, hospitals and individual physicians with regular updates of the Post Medical Capability Database to MED

--Communicates regularly with the post medical advisor

#### **I. Must be available outside of normal embassy working hours**

- Responds to urgent telephone requests for medical information from the duty officer during off-duty hours
- May be required to travel as a medical attendant during a medical evacuation
- Attends continuing medical education conferences held outside of country as scheduled
- May be required to make hospital visits during off-duty hours to monitor an individual's care
- Available to respond to the embassy on an emergency basis

## **J. Reporting requirements**

- Monthly Statistics Report for Washington and in conjunction with RMO or FSHP provides input to:
- Post Medical Capability Database
- Annual Post Health and Safety Report
- Medical portion of Post Differential Report
- Annual Update of Health and Medical Information Guide with distribution to MED
- Maintains or contributes to an Accident Report Log

## **K. Health Promotion Program**

- Provides health promotion and safety activities at the embassy
- Conducts health education programs to include first aid, CPR, HIV/STD, smoking cessation and weight control
- Documents health promotion activities on DOS health promotions flow sheet

## **L. Additional Administrative Duties**

- Regular use and update as appropriate of State Department medical regulations as delineated in 3 Foreign Affairs Manual (FAM)
- May serve (as appropriate) as Alcohol/Drug Abuse Counselor for post and/or be a member of the Family Advocacy Program. Serves on other committees as appointed
- Maintains written or electronic record of policies and procedures for the health unit
- Assist HR/ER and MED in obtaining medical information and completing documentation for local Overseas Workers Compensation Plan (OWCP) claims when necessary
- Other duties and training as assigned by Admin or the RMO

## **Required Qualifications:**

**NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item**

1. Education: The applicant must meet USA standards for licensed Registered Nurse. A graduate of a professional nursing school with a current and unrestricted Registered Nurse license from the U.S. or Western European equivalent.

2. Prior Work Experience: Two years of occupational health experience and pediatric expertise; up-to-date CPR competencies and one year of emergency management skills.
3. Language Proficiency: Level IV (fluent) speaking/reading English is required;
4. Skills and Abilities: Must be computer literate in standard Microsoft office applications. Ability to administer adult and pediatric immunization programs according to current Center for Disease Control (CDC) standards is required.

Must have completed an accredited Nurse Immunization qualifications.

Must be familiar with American or Western European equivalent nursing standards of care.

Must be knowledgeable of medications, biologics, and immunizations generally used in American Medical practice. Must have experience in office management and procurement of expendable medical supplies and equipment for ambulatory care setting.

## **SELECTION PROCESS**

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

## **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. The candidate must be able to obtain and hold a Security Clearance.

## **TO APPLY**

Interested applicants for this position must submit the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174) which is available via Embassy web site or e-form; or
2. A combination of both; i.e. Sections 1 - 24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; or
3. A current resume or curriculum vitae that provides the same information found on the UAE (see section 3A below for more information); plus
4. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

3A. If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE. Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- G. Current Address, Day, Evening, and Cell phone numbers
- H. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- I. U.S. Social Security Number and/or Identification Number
- J. Eligibility to work in the country (Yes or No)
- K. Special Accommodations the Mission needs to provide
- L. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class /Type
- M. Days available to work
- N. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- O. U.S. Eligible Family Member and Veterans Hiring Preference
- P. Education
- Q. License, Skills, Training, Membership, & Recognition
- R. Language Skills
- S. Work Experience
- T. References

## **SUBMIT APPLICATIONS TO**

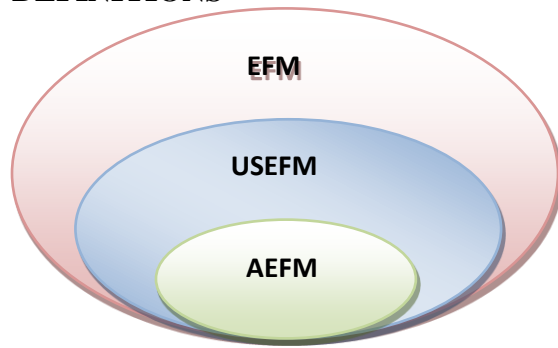
Attn: Leilani Oakley  
Human Resources Office  
US Embassy Suva  
158 Princes Road  
Tamavua

Suva

OR

Email: [hrosuva@state.gov](mailto:hrosuva@state.gov)

## DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a US-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

**1. Eligible Family Member (EFM):** An individual related to a US Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in 3 FAM 1610);
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

**2. US Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
  1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
  2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

**3. Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

**4. Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

An MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

**5. Not Ordinarily Resident (NOR) – An individual who:**

- Is not a citizen of the host country; and,
- Does not ordinarily reside (OR, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

**6. Ordinarily Resident (OR) – A Foreign National or US citizen who:**

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).

**CLOSING DATE FOR THIS POSITION: January 23, 2015**



*The US Mission in Fiji provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.*

*The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.*